

YOUTH SERVICES POLICY

Title: Travel Next Annual Review Date : 01/28/2015	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.2
	Page 1 of 4
References: ACA Standards 2-CO-1B-11 (Administration of Correctional Agencies), 4-JCF-6B-15 (Performance-Based Standards for Juvenile Correctional Facilities); Louisiana Administrative Code, Title 4, Part V, Chapter 15 (PPM 49); and YS Policies A.2.48 "Driver Safety Program", and A.3.8 "Budget and Fiscal Management Activities"	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval : 01/28/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary .

II. PURPOSE:

To establish the Division of Administration's Policy and Procedure Memorandum (PPM) No. 49 as a YS' policy, and to provide specific instructions concerning state travel.

III. APPLICABILITY :

All employees of YS. The Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Facility Directors and Regional Managers are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

In-State Travel - All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

Out-of-State Travel - All travel to any of the other 49 states plus District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Saipan.

Department of Public Safety - Services, offices and officers of Public Safety Services, a.k.a. Department of Public Safety.

V. POLICY:

It is the Deputy Secretary's policy that all travel must be in accordance with PPM No. 49, the "State Travel Guidelines", as updated. For further information refer to Louisiana Office of State Purchasing and Travel website <http://www.doa.louisiana.gov/osp/travel/traveloffice.htm>
<http://www.doa.louisiana.gov/osp/travel/traveloffice.htm>.

VI. TRAVEL AUTHORIZATION :

- A. All work-related travel must be authorized and approved in writing by the employee's immediate supervisor at Central Office, or in the case of field offices and secure care facilities, the Regional Manager or Facility Director, prior to travel utilizing the attached "Travel Authorization Form" [GF-4(TA) Rev. 01/2013].
- B. Except for youth transport, emergencies, and routine travel with in-state destinations that can be most efficiently accomplished by traveling through Mississippi, all out-of-state travel must have prior approval of the Undersecretary (refer to Section VII. C. below).
- C. Any employee who is authorized to drive a vehicle on state business must complete the appropriate Louisiana Safe Drivers' Course at least once every three (3) years, and complete an "Authorization and Driving History Form" (DA 2054) as outlined in YS Policy A.2.48.
- D. Any persons who are not official state employees must sign the attached "Hold Harmless Agreement" form prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State. The "Hold Harmless Agreement" is also available on the Office of State Travel website noted above.
- E. Students shall not be authorized to drive state-owned or rented vehicles for use on official state business if not employed by the State .

VII. PROCEDURES:

- A. To provide sufficient time for the Undersecretary to authorize out-of-state travel, requests shall be submitted at least 30 days prior to the beginning of travel; except in the case of a valid emergency .
- B. Travel requests shall be completed on the official "Travel Authorization

Form". If the purpose of the travel is to attend a conference, training, or workshop, or similar event, a copy of the brochure describing the event and a detailed program agenda should be attached to the request .

- C. Once the "Travel Authorization Form" has been approved, the employee shall submit a 156B to ensure appropriate budget allocation .
- D. Employees traveling overnight in Louisiana are required to submit to their hotel of choice the attached "Tax Exemption Form" [R-1376 (01/09)], signed by the Undersecretary, to document employee eligibility for exemption from payment of state sales taxes on authorized travel expense charges that are directly reimbursable by the State of Louisiana .

VIII. TRAVEL REIMBURSEMENT

- A. All travel shall be reimbursed in accordance with the "State Travel Guidelines" (PPM 49).
- B. Upon completion of travel, YS employees shall complete the attached "Travel Expense Account" form [BA-12 (03/97)]. The employee completing the form and the immediate supervisor must sign the form prior to submission .
- C. Central Office personnel shall route completed "Travel Expense Account" forms through messenger mail to:

Department of Public Safety
OMF- Attention: Katie Ryland
Interoffice Mailbox B-13

- D. Regional Office and secure care facility (if not reimbursed through secure facility Imprest Fund) personnel shall mail completed "Travel Expense Account" forms to the following address for processing :






Department of Public Safety
OMF - Attention: Katie Ryland - Travel Section
P.O. Box 66909
Baton Rouge, LA 70896

IX. TRAINING:

Employees shall be trained at the time of hire, and refresher classes shall be conducted at least once a year by the Undersecretary /designee.

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Previous Regulation /Policy Number : A.3.2
Previous Effective Date : 07/18/2012

Attachments/References :  Travel Authorization 01-2013.doc  Tax Exempt Form for Travel 07-01-14.pdf
 Hold Harmless Agreement.pdf  2013-2014pocketguide.doc  2013-2014travelguide.pdf